Out-of-School Time Tutoring Manager

About the Opportunity
826 Boston seeks a dynamic and experienced educator to serve as the Out-of-School Time (OOST) Tutoring Manager. The OOST Tutoring Manager will bring a strong command of diversity, equity, and inclusion (DEI) principles and approaches to the work while also building on the current strengths of the OOST Team, including engaging students in meaningful writing opportunities, supporting students’ social emotional development, and promoting educational equity by facilitating individualized and subject-specific support.

The manager will also take on the Out-of-School Time Team’s next big challenges, including increasing student enrollment in After-School and Evening Tutoring and supporting volunteers in building and integrating DEI principles and tutoring best practices so students feel engaged and empowered, gain confidence in academics, reading, and writing, and are safe, welcomed, and celebrated in our spaces.

Apply to the role here:
https://826boston.bamboohr.com/careers/82

Mission:
826 Boston is a nonprofit writing, tutoring, and publishing organization where students in grades K-12 and beyond can share their stories, amplify their voices, and develop as leaders in school and in life.

Responsibilities:

Program Management

- Oversee all aspects of After-School and Evening Tutoring programs for students grades 1-12, including developmentally appropriate, individualized, and student-centered support in homework across all subject areas (ELA, math, science, et. al)

- Serve as key liaison between 826 Boston, After-School and Evening Tutoring students and their families, volunteer tutors, and school staff and teachers when requested; build and maintain strong relationships and communication with all stakeholders
- Ensure a positive learning environment with social, emotional, and interpersonal skill supports; develop and promote group norms that center inclusion, safety, mutual respect, accessibility, and peer support; address issues restoratively and effectively, using strengths-based language, to ensure safe space for all

- Oversee and manage effective tutor-student pairings considering subject knowledge, communication and learning styles, and compatibility

- Design engaging curriculum on drafting and revising to encourage informed author choices and craft; connect students with the work of BIPOC, LGBTQ+, neurodivergent, local, and other writers from marginalized communities

- Engage students in varied and meaningful writing opportunities that are relevant to their interests and identities, and/or connect to the larger community of writers in Boston and beyond

- Oversee the development and maintaining of after-school tutoring space and posted program materials

- Conduct fire and safety drills and carry out emergency action responses as needed

- Conduct and coordinate program evaluation in partnership with the Director of Impact to measure and monitor student progress, improve program design, and report on program impact

**Volunteer Management**

- Determine and communicate intern and volunteer needs

- Manage volunteers during tutoring sessions; provide feedback and coaching; report issues; communicate with volunteers between sessions as needed to support their growth

- Consult with Volunteer Management Team on initiatives to better prepare tutors to provide equitable, individualized, and developmentally appropriate academic, reading, and writing support and enrichment

**People Management**
• Lead After-School and Evening Tutoring Program team, comprised of Coordinator, Assistant, and 2-4 semester-long program interns

• Provide ongoing direct and indirect leadership and guidance to all After-School and Evening team members; Plan, monitor, and adapt team’s work in support of team’s goals

• Guide direct reports in establishing individual work plans; support direct reports’ professional development

• Supervisor Out-of-School Time Program Coordinator, who is responsible for recruitment, enrollment, family communication, and publication of student work

• Supervise Out-of-School Time Program Assistant, who is responsible for effective tutor/student pairings, in-program support, and tracking attendance

Additional Responsibilities

• Support organization-wide summer programming

• Collaborate with Out-of-School Time Program Director to set annual, measurable program goals with team members; report out on progress at Mid-Year and End-of-Year Reporting

• Design and lead 826 Boston’s programmatic presence at the Boston Book Festival

• Provide support at select outreach and fundraising events, including nights and weekends on rare occasions

Qualifications:
The ideal candidate is a team player with a steadfast commitment to improving the quality of K-12 education, a desire to work in a collaborative and inclusive culture, and a passion for youth empowerment through writing and publishing.

826 Boston recognizes that impostor syndrome and the confidence gap might prevent some applicants from applying. Few candidates will have all of the relevant experience listed below, but 826 Boston is committed to
assessing candidates with transferable skills and a willingness to be trained for this role.

**Skills and experiences:**
- 3+ years of professional experience working in a K-12 school, education, or youth development setting
- Ability to differentiate supervision style based on individual reports and assignments; prior supervisory experience preferred
- Ability to incorporate anti-racist and anti-oppressive practices into analysis, planning and programming; ability to recognize, interrupt, and appropriately address harmful comments and actions
- Demonstrated creativity in engaging students and the ability to dynamically manage a group; ability to set, support and adjust effective pairings as well as create and maintain community.
- Ability to create varied, engaging, and high-quality writing and revising materials for use with students across age ranges, genres, and topics
- Deep understanding of social justice issues, intersectionality, BIPOC and LGBTQIA+ history, and historic/current systems of oppression with diverse audiences; working knowledge of accessibility principles and neurodivergence preferred.
- Strong organizational, time management, project management, and resource management skills; high attention to detail
- Self-awareness and open attitude towards growth; strong skills in giving and receiving feedback
- Self-starter attitude, high level of flexibility, and ability to thrive in a fast-paced environment
- Proficiency in Google Apps required
- Proficiency in Spanish, Somali, or Arabic preferred
- Ability to lead programming in-person at a wheelchair-accessible space and, occasionally, virtually, including regular in-person evening hours

**Compensation:** The salary for this position is $56,650 a year. Benefits include generous paid time off (including vacation, sick leave, holidays, and
a two-week winter break); health and dental insurance (826 Boston covers 80% of premiums); parental leave; and more.

This is an exempt, full-time position that reports to the Out-of-School Time Program Director.

826 Boston Diversity, Equity, and Inclusion Statement
At 826 Boston, we honor and actively work toward diversity, equity, and inclusion (DEI) across our organization. We are committed to centering the voices of the students who we serve, to creating inclusive spaces, and to incorporating feedback from our community into our decision-making processes. Our DEI lens is always evolving through the courageous conversations in which we participate and the relationships that we build through our work and service. We strengthen our cultural competency through experience, training, and feedback, which informs the development of all new organizational practices and goals and the evaluation of all existing procedures.

826 Boston is dedicated to providing a platform for student advocacy through writing and publishing opportunities. In our work and mission, we are committed to dismantling white supremacy culture by recognizing that we are complicit in systems of racism and oppression. We will work to hold ourselves accountable in addressing these harmful structures and behaviors. To learn more about our DEI Action Plans across the organization, please click here.

About Us
826 Boston is part of a national network of youth writing centers, co-founded by the award-winning author Dave Eggers and educator Nínive Calegari, that were named in GOOD Magazine’s “30 Places We Want to Work.” Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 29,000 students and has been recognized by The Boston Globe as one of the best places in the city to volunteer. 826 Boston’s youth writers have published their work in The New York Times, The Boston Globe, and in numerous award-winning 826 Boston books, including A Place for Me in the World, which was hailed as a “triumph of middle school education” by The Boston Globe. In 2013, the 826 National network garnered the prestigious American Literacy Prize awarded by the Library of Congress.